



BOB RILEY  
GOVERNOR

# State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL  
COMMISSIONER

December 28, 2005

TO: WARDENS  
HEADS OF STATE AGENCIES  
DIVISION HEADS  
ADMINISTRATIVE REGULATION MONITORS

CHANGE #1  
ADMINISTRATIVE REGULATION 338

## INMATE PROPERTY

PURPOSE: Publish ADOC Form 338-C, *Inmate Property and Contraband Disposal*.

CHANGES TO BE MADE:

### Reference

### Action Required

AR 338, *Inmate Property*,  
dated November 22, 2005.

Page 3, Paragraph V.A.5.

In first sentence delete ADOC Form 306-B, *Disposal of Contraband* and replace with ADOC Form 338-C, *Inmate Property and Contraband Disposal*.

Revise second sentence to read (revision in bold and underlined):

Inmates will have the option to send the items to a location of their choice, **donate the items to charity**, or they will be destroyed after thirty (30) days.

Page 7, Paragraph VI.

Add new paragraph:

C. ADOC Form 338-C, *Inmate Property and contraband Disposal*.

Page 11

At page 11 insert attached ADOC Form 338-C, *Inmate Property and contraband Disposal*. Renumber remaining as pages 12 through 17.

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate the required changes have been completed. Advise all personnel in your organization of the change to this regulation.

  
Donal Campbell, Commissioner

Attachment:

ADOC Form 338-C, *Inmate Property and contraband Disposal*.

STATE OF ALABAMA  
DEPARTMENT OF CORRECTIONS

**INMATE PROPERTY AND CONTRABAND DISPOSAL**

<b>1. Institution:</b>	<b>2. Inmate Name:</b>	<b>3. AIS #:</b>
<b>4. Property Description:</b>  _____  _____  _____  _____  _____		
<b>5. Deliver/Mail To:</b>  <b>Name:</b> _____  <b>Address:</b> _____  <b>City/State/Zip Code:</b> _____  <b>Amount of Postage (\$):</b> _____		
<b>6. Donate to Charity:</b>  <b>Name of Charity:</b> _____ <b>Date:</b> _____  <b>Address:</b> _____  <b>City/State/Zip Code:</b> _____		
<b>7. Property Destroyed:</b>  <b>Method:</b> _____ <b>Date:</b> _____		
<b>8. Inmate Signature:</b>	<b>9. Date:</b>	
<b>10. Disposal Officer's Signature:</b>	<b>11. Date:</b>	
<b>12. Witness - Disposal Officer's Signature:</b>	<b>13. Date:</b>	